



JOB DESCRIPTION

Position Title: **Program Manager**

Working Title: **Deputy Building Official**

Class Code: 4919

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Administrative and supervisory work assisting the Building Official in directing and coordinating the operation of the Building Division. May be assigned to administration or inspection area.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews the work activities of assigned unit and insures the smooth operation of the division including, but not limited to examining construction plans and permit applications for appropriate information to insure proper issuance, routing construction plans and permit applications to the appropriate County and/or State Department for review prior to permit issuance. May issue stop work orders as necessary. Prepares statistical reports as required.

Supervises and trains inspection staff, Associate Technicians and Plans Examiners in the execution of the provisions of the building codes and related ordinances.

May perform inspections on complicated structures. May inspect unsafe buildings and recommends corrective action. Approves Certificate of Occupancy.

Investigates complaints and initiates appropriate corrective action.

Initiates and/or effectively recommends, for final approval by the Department Director, hiring, performance evaluation, termination, disciplinary and/or commendatory actions for assigned personnel.

Attends conferences and meetings of State and local construction related organizations. Represents the County at Building Trade Board meetings in the absence of the Building Official. Recommends changes and/or amendments to codes and ordinances.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive knowledge of the methods utilized to determine compliance with building, electrical, plumbing, and/or mechanical codes and ordinances. Knowledge of permitting procedures and contractor licensing. Considerable knowledge of local laws, County ordinances, and/or State Statutes that affect the operation of the Building Division.

Ability to read and interpret blueprints and other construction plans. Ability to maintain an effective working relationship with superiors, subordinates, contractors and the general public. Ability to compile data and effectively prepare statistical reports. Ability to answer questions and/or complaints regarding construction requirements.

Associate's Degree in Building Construction and eight (8) years' experience as an inspector, architect, engineer, building contractor, or superintendent of building construction, and five (5) years' experience in a supervisory capacity.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Must be registered as a Building Official by the State of Florida. Must meet certification requirements as defined by the State of Florida. Must meet continuing education requirements as defined by Florida Statute 468.

Pursuant to Florida Statutes, Chapter 112, incumbents must annually file "Form 1 Limited Financial Disclosure" in the County of their residence.

Must possess and maintain a valid Florida Driver's License.

Working Conditions

The work environment for this position includes both work performed in an office setting and work performed in a field setting. Typical work assignments would include duties that require the incumbent to frequently sit in a chair, standing for prolonged periods of time and walking through construction zones. The incumbent may be required to perform the following physical activities on occasion; climb ladders, stoop, kneel, crouch, crawl, or reach for objects. Incumbents in this classification are occasionally exposed to outside weather conditions and inclement weather. Incumbents in this position must have the physical ability to carry, erect, climb and descend safety rated extension ladders.